

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Oregon State FSA Office  
Tualatin, Oregon 97062

OR NOTICE GEN - 105

FOR: COUNTY OFFICES

## Program Technician Training

APPROVED BY: State Executive Director



LEF:mac

### 1 Overview

A

#### Purpose

The purpose for this Oregon Notice is to:

- Provide Program Technicians with information on the Program Technician Training:
- Specify which FSA employees should attend the training: (Exhibit 1)
- Provide information for making lodging arrangements:
- \*\* designates new information

B

#### Authorized Attendees

Only the following employees are authorized to attend the Program Technician Training:

- Program Technicians
- Designated Temporary Program Technicians
- STO Program Technicians

C

#### Conference Location & Reservation Information

##### Motel Information:

- Hawthorn Inn & Suites  
62065 S.E. 27<sup>th</sup> Street Bend, Oregon 97701

For reservations call (866) 326-0271 or (541) 617-9696. When you call in be sure to say "USDA Farm Service Agency Seminar" meeting beginning on July 8<sup>th</sup> through 10<sup>th</sup> (group1) or July 14<sup>th</sup> checking out the 16<sup>th</sup> (group 2) or July 16<sup>th</sup> checking out the 18<sup>th</sup>, 2003 (group 3).  
\*\*See Exhibit 1 for the group you will be attending.\*\*

Room	Single Rate	+8.5% Tax
Double Queen Room	\$69.00	8.5%
King Room	\$69.00	8.5%

Note: Tax charges will be put on your travel voucher under miscellaneous.

Continued on the next page

DISPOSAL August 30, 2003

DISTRIBUTION CED's, COT's, DD's, STO

C

**Conference Location  
& Reservation  
Information, *Continued***

**Reservation Cut Off Date:**

- **May 15<sup>th</sup>, 2003** - Please make reservations before this date, if you make reservations after this date it will be at Hawthorns regular rate, not at the government rate.

**Note:** Check in date will start on July 8<sup>th</sup>, 2003. Departure date will be July 10<sup>th</sup>, 2003 at noon for **Group 1.**

Check in date will start on July 14<sup>th</sup>, 2003. Departure date will be July 16<sup>th</sup>, 2003 at noon for **Group 2.**

Check in date will start on July 16<sup>th</sup>, 2003. Departure date will be July 18<sup>th</sup>, 2003 at noon for **Group 3.**

**\*\*\* All guestrooms need to be guaranteed by Thursday, May 15, 2003.\*\*\***

D

**Travel Authorization**

Travel and per diem are authorized for the following employees:

- **Program Technicians and STO Program Technicians.**

Employees are authorized to travel on the dates of July 8<sup>th</sup>, 2003 through July 18<sup>th</sup>, 2003 to and from your designated group.

Any changes must be approved by your DD. If you have questions, contact Roger Tresham or Marjorie Crooker at the STO.

Employees should consider all courses of action that will reduce the total cost of the training i.e., sharing rides.

E

**Conference Schedule  
& Topics**

**\*\*The meeting will start at 1:00 p.m. for all three sessions on the first day. All sessions will end at 12:00 p.m. on the final day.\*\***

**Topics that will be covered include:**

- **Understanding Communication: Personality**
- **Communicating in a Diverse World**
- **You and the Borrower/Producer**
- **Managing Conflict**
- **Stress Management**
- **Applying Learning**

F

**STO Contacts**

Direct questions concerning the management conference to the following STO contacts:

- Roger Tresham
- Marjorie Crooker

GROUP 1 (22) July 8 <sup>th</sup> – 10 <sup>th</sup> , 2003		GROUP 2 (24) July 14 <sup>th</sup> – 16 <sup>th</sup> , 2003	
Debby Hanes Lynne Burnett Dorothy Waters Lorie Atkinson Diane Rabbe Maryanne Webster Ellen Wagenaar Elaine Urban Sharon Miller Lois Huffman Connie Tucker	Judy Burchell Sheri Carlson Peggy Kinkade Cindy Stuckey Linda Watson Cindy Greenup Tina Campbell Jeanie Mallory Glenda Meill Ilene Barry Roseanna Breeding	Lorri Fox Fran Mortier Twila Freeman Darlene Brandt Tara VanCleave Sylvia Forrest Sandy Young Kim Severance Laurie Johnson Charlene Banta Pam Shelton Lee Go	Linda Weiler Linda Miller Lela Kunkle Tim Hines Carla Dillon Connie Love Marla Wiley Rowena Chase Lynda McElhiney Nancy Fields Heidi Duggan La Vonne Brous

GROUP 3 (20) July 16 <sup>th</sup> – 18 <sup>th</sup> , 2003	
Michelle Ham Morgan Tyler Molly Helliwell Debbie Pothetes Patti Fields Janice Knutz Tami Hiltz Sandy Putman Dena Stonebrink Ann Hurley	Patti Anderson Donna Finch Judy Cooney Lissa Biehn Dennis Cooper Sherry Newell Lori Sawyer Debra Brown Katie Martin Maria Lujan Debbie Arntz

**Note:** Please note the group you are in so when you make your hotel reservations you get the correct arrival and departure date.

**Lora Surmeyer, Bonnie Johnson and Dana Mahlberg will be the trainers for all sessions.**

Persons with disabilities who require accommodation to attend or participate in these group sessions should contact Marjorie Crooker at (503) 692-1973 Ext 232 (Voice) or by e-mail at [marjorie.crooker@or.usda.gov](mailto:marjorie.crooker@or.usda.gov) by May 15, 2003.